

**THE FOLLOWING ARE THE FINAL SET OF QUESTIONS &
ANSWERS RECEIVED FOR THE 2004-05 BEVERAGE CONTAINER
RECYCLING COMPETITIVE GRANT SOLICITATION.**

Note: Responses to Questions 1-36 were updated and/or revised as of March 25, 2004. Questions and responses 37 and 39 were added on March 30, 2004. Please review them carefully.

Questions 40 & 41 were added on May 18, 2004, for the purposes of clarification for applicants who were invited to submit a full proposal packages (Phase 2) for the 2004-05 Beverage Container Recycling Grant.

1Q: What is the format for a Data Request Letter from the DOC in order to obtain baseline data for beverage container recycling?

A: The format is provided on the grants web page entitled "Data Request Letter" which can be located under the 2004/2005 Beverage Container Recycling Competitive Grant Solicitation.

2Q (Our) County is trying to implement a business recycling program in the unincorporated areas...I wanted to start with restaurants and bars...Once the program is underway, the County wants to move on to local schools and fitness centers?

A: As stated in the solicitation, we will not respond to specific project questions. If you feel this project meets the criteria as stated in the Grant Focus portion of the solicitation, we encourage you to apply.

3Q: Is the example given in "Cost-Effectiveness" of a proposed project anticipating a cost of \$0.20 per pound of collected materials a suggested measure of cost-effectiveness?

A: No. The example of "\$.20 per pound" was a hypothetical number used to demonstrate how to calculate the mathematical comparison of grant funding requested versus actual volume of CRV (by material type) anticipated to be collected through the proposed project.

4Q: Can you say more about the focus on "large scale projects?" Is scale determined by number of beverage containers recycled, geographic reach, or number of consumers/visitors/employees served?

A: The focus can apply to all of the examples pointed out in your question, collectively or individually. The primary consideration is that the focus of all grant concepts submitted demonstrate significantly increased convenient recycling opportunities away from home, specifically at business locations on a larger scale in a particular area or region.

5Q: Is there a matching (funds) requirement? The evaluation criteria suggest that matching funds be well-documented—but is the level of cost-sharing taken into consideration during the evaluation process?

A: *Yes. While there is no required minimum, matching funds and adequate outlining of such are necessary to ensure documentation of leveraging of DOC funds, long-term implementation and sustainability of the proposed projects.*

Also, on page 5 of the scoring criteria under Budgets, you will see that the dollar value of all partnerships and/or in-kind services are considered in the evaluation process.

6Q: I am looking for the place where “Questions and answers will be posed weekly on our website from February 6, 2004, through March 31, 2004” for the 2004/2005 Beverage Container Recycling Competitive Grant Solicitation.?

A: *All of the submitted questions and responses for the 2004/05 Beverage Container Recycling Competitive Grant Solicitation will be posted and updated on the DOC website at the following address:*
http://www.conservation.ca.gov/dor/grants/grant_seekers/Images_files/QA.pdf

7Q: Besides providing an innovative method of collecting CRV beverage containers, can this grant also fund an education component associated with the collection process?

A: *Yes. The educational component should indicate how it will lead to a measurable increase of the collection of CRV beverage containers as part of the project proposal.*

8Q: We submitted a proposal (2/13/04) for the Recycling Market Development & Expansion Grant for increasing CRV recovery from our existing recycling streams. If accepted, that proposal will also set the stage for allowing the expansion into commercial streams to recover CRV containers. For the Beverage Container Recycling Competitive Grant, can we mention what we have proposed in the Recycling Market Development & Expansion Grant as a companion piece to this grant? In other words, the BCRC Grant is supportive of our previously submitted RMD&E Grant?

A: *You are welcome to submit a separate concept for a beverage container recycling grant that would meet the criteria outlined in the grant focus. However, the Recycling Market Development & Expansion Grant cannot be shown as matching funds or leveraged resources. These two grant programs are completely independent of one another.*

9Q: As a recipient of one of your grants last year, is my organization eligible to re-apply for funds that would not extend (our organization is funding that) the program for which we received our grant—but to expand it?

A: *Your organization may submit a concept for an entirely new beverage container recycling grant, that might expand on a previously-funded project, but the proposal would need to demonstrate how this grant will result in additional measurable recycling opportunities in your area or region that meet the conditions of this solicitation.*

10Q: The grant focus portion of the RFP states that you want both baseline volumes of materials to be collected, broken out by type, AND tracking of actual volumes of containers collected, again broken out by type. I can see how you would get the (volumes of materials) data from a waste audit. But our region, and our program have gone to commingled beverage collection for reasons of economy. Is there some way to supply data on increased tonnage of commingled beverage containers instead?

A. *No. For project outcome evaluation, the Department needs volume data in this format. It is not possible to place a dollar value on commingled materials generated if not broken out in at least broad categories such as paper, cardboard, glass, plastic #1, plastic #2, aluminum, green waste, etc.*

You may want to take a look at your current collection and redemption processes. If the materials your program currently collects are redeemed for CRV, at some point, someone is sorting them by material type. Without knowing the specifics of your program, you may want to contact your waste hauler about how materials are processed once they are collected and discuss the possibility of determining the composition of your commingled recyclables by beverage container material type. If your entity is awarded a grant, the Department will expect the actual volumes (not estimates) from your project to be reported in this detail. Again, this breakdown can be obtained using statistically valid methods as applied to your commingled materials.

11Q: Reading the "Concept Minimum Review Requirements" on page two, it seems as though my organization could not apply for one of these grants without partnering with someone else. Is this a correct reading of this requirement?

A: *Yes, you are correct. It is a requirement for each project concept to include at least one partner to provide matching funds (for budgetary contribution and/or "in kind" services) in order to ensure that DOC funds are leveraged to increase the sustainability and long-term effectiveness of the proposed project. This requirement is further illustrated in the "Sustainability" section of the "Phase 2 – Full Proposal Requirements" listed on page 3 of the grant solicitation. Please be sure to note the different levels of information required for Phase 1 versus Phase 2.*

12Q: Could you give some examples of partnership?

A: *The Department is looking for applicants to create partnerships with various entities to leverage resources in order to ensure the likelihood of implementing or expanding upon a sustainable and permanently successful recycling program. Partners contribute towards implementation and operation of recycling projects by providing in-kind donations, services, and matching funds.*

One example of a partnership could include a business or other entity teaming up with a beverage manufacturer, local jurisdiction (e.g., city/county), a waste hauler or other recycling service program to establish a large-scale project that will increase collection of CRV beverage containers at multiple locations.

Resources or matching funds from these partnering entities could provide the necessary matching funds as noted in the response to Question 11.

13Q: (Our) County is looking to apply for the above referenced grant...Would establishing a recycling program at our parks, using (a local non-profit) organization as the collector of the containers fit the focus criteria of this grant?

A: *The Department is looking for “large scale projects that will significantly increase convenient collection...away from home,” and properly outlines at least one partner to provide long-term sustainability of this project (as required in the grant solicitation).*

14Q: Your grant round has a minimum of a \$35,000 in requested money. This may be too high for some of our cities which we work with...Is it possible for one central Waste Management location to apply for the grant and for the awarded units to be dispersed to their various locations for use in special event recycling?

A: *Yes. A single entity wishing to implement a sustainable and long-term CRV beverage container collection program, satisfying the criteria listed in the grant focus, for multiple targeted areas or locations, is welcome to apply for a beverage container recycling grant. As noted in the “Sustainability” section on Page 3 of the grant solicitation, please be sure to provide a detailed summary of all commitments, efforts and financial resources to ensure long-term sustainability of these programs.*

15Q: For the budget information, is there a project time period required by these grants? Should the grant funds requested only be for a 12-month period or is it possible to request funds for a longer project period?

A: *The only schedule requirement for each grant awarded is that the projects last at least one year to satisfy the 12-month CRV collection and volume reporting schedule required in the “Implementation Schedule.” Grant terms are typically one to two years, but can be longer as necessary.*

16Q: We are a privately-funded university. Might we qualify for a grant? If so, please define for me: "Partner who provides a budgetary contribution". The University funds all the expenses of our current program. We receive revenue from our plastic container recycler. Do they qualify as a partner?

A: *Any individual or entities – universities, government agencies, business, non-profit organizations – may apply for the beverage container recycling competitive grant, provided the proposed project meets the criteria and grant focus outlined.*

"Partner who provides a budgetary contribution" identifies resources that would provide required Matching Funds for the proposed project. For further clarification concerning the matching funds requirement, please refer to the answer to Question 5.

17Q: Is the cost to deliver the beverage containers to a recycling center a budgetary contribution, if it is done by a business with whom we are partnering?

A: *In-kind services (e.g., delivery) or personnel services (e.g., salary) could be considered as part of a budgetary or "matching fund." These items must be clearly itemized, identified, and justified in the project proposal.*

18Q: Must we factor in the redemption revenue in determining the cost (net cost) to deliver the containers to a recycling center?

A: *No. Please keep in mind that cost effectiveness does not need to be addressed in the **concept** submitted in Phase 1. However, it **does** need to be included in the **full proposal (Phase 2)**, provided your organization is invited to submit a **full proposal**.*

19Q: Do we have to expend the grant funds within a specified timeframe after the execution of the contract?

A: *All grant funds must be expended prior to termination of the grant agreement of awarded grants. The minimum requirement within the grant parameters is 12 months of demonstrated reporting or measurement. There is no time limit. Grants are typically one to two years in length.*

20Q: Must we include letters of commitment from partners as part of the concept package, or are the letters only necessary for the full proposal package?

A: *Letters are not required at the concept phase. Concept packages need only identify the partner(s) providing budgetary contribution to the proposed project. Letters of commitment from contributing partners need only to be submitted with the **full proposal** packages.*

21Q: The grant application suggests that the focus of this year's grant request is "large scale projects" that will significantly increase convenient collection of all CRV beverage containers "away from home, specifically at business locations." We would like to develop a proposal for a pilot recycling collection program for multi-dwelling buildings that looks at the alternatives and addresses the obstacles of physical space constraints, aesthetics, efficiency, and cost effectiveness. Would this be considered within the "focus" of the grant?

A: See answer for Question number 13 above.

22Q: I would like to know if during this grant cycle schools in conjunction with another business sector are appropriate target groups for CRV recycling funding?

A: *Proposed projects must demonstrate **large-scale recycling** which include providing convenient beverage container recycling to "employees and customers/visitors at multiple or statewide locations." Thus, if a proposed project seeks to create a partnership between schools and businesses, it should endeavor to encompass district-wide school programs or multiple locations within the target area.*

23Q: What is the funding range for projects?

A: *The minimum amount that must be requested for a proposed project is \$35,000. Applicants may submit concepts asking for up to the maximum available: \$1.5 million.*

24Q: Can I maintain ownership of (creative advertising campaign material) which are copyrighted and trademarked, and still work with any DOC grant money other than the city/county payment program?

A: *The organization would retain ownership of any materials created, copyrighted and trademarked prior to the grant being awarded. Expanded use of these materials used to promote and expand upon beverage container recycling programs would be permitted. Its use in conjunction with the project would need review and final approval by the Department. However, usage of these items must focus primarily on CRV beverage container recycling. (Please refer to the "Phase 1-Concept Minimum Review Requirements" section in the grant solicitation.) Any creative/advertising material created with DOC grant funds would become the property of the DOC. Please note: as stated in the solicitation, any projects that utilize creative material other than that already made available by the DOC, must include a justification as to why these new materials will be more effective or why the DOC's existing creative materials will not work for this project.*

25Q: Would an analysis given on a Business Recycling Annual Report

Form and a 1999 business waste audit be sufficient information to show need?

A: *Any specific documentation clearly describing the target area(s) and needs for proposed large-scale beverage container recycling projects (as described in the grant solicitation focus), is acceptable. It is preferable that updated data be provided in order to justify current need. Submission of data that is five years old may not clearly validate or demonstrate current need.*

26Q: Could the locations of convenient recycling bin set up include schools, as well as in businesses?

A: *Please see answer to Question Number 22.*

27Q: Would you like a letter from community partners in the Phase 1, Phase 2, or not at all? Is this included in the page restrictions?

A: *Please see answer to Question Number 20. Letters of commitment from the contributing partner(s) of the proposed projects, which are necessary only with **full proposal** packages, are not included in the page restrictions.*

28Q: Would reuse and reduce be able to be included with programs described, yet no funding requested for those activities?

A: *Yes. Please keep in mind that the focus of the grant is aimed at large-scale projects seeking to significantly increase CRV beverage container collection (volume). Funding for grants may only be applied to components within the proposed projects that meet the grant focus.*

29Q: If we are seeking to install trash and CRV beverage containers receptacles as part of a project, can we count the non-grant funds used to purchase the trash receptacles as "matching" funds toward the overall project?

A: *No. Both requested and matching funds can only be applied towards CRV beverage container recycling/collection programs or components.*

30Q: Can we pay administrative costs with grant funds?

A: *Administrative costs, such as personnel services and associated operating expenses, for the proposed beverage container collection projects may be requested in the grant. However, they must be clearly itemized and justified within the **full proposal**. Administrative costs or overhead expenses that are not itemized and justified will be eliminated from the total amount awarded. Please pay special attention to the aspects of the solicitation pertaining to long-term sustainability of the program absent additional grant funds from DOC.*

31Q: Would collection vehicles be eligible as equipment for funding with the 2004/2005 Beverage Container Recycling Competitive Grant?

A: Yes. Grant funds may be expended for any equipment, personnel services and operating costs directly related to the beverage container collection or project.

32Q: Would a county lake and recreational park qualify as a "large scale project" that is "away from home" for the 2004/2005 Beverage Container Recycling Competitive Grant Solicitation? Would this qualify as a "business location"?

A: Yes, as long as the proposed project demonstrates large-scale recycling projects which include convenient beverage container recycling to "employees and customers/visitors at multiple or statewide locations." Parks and recreational areas could certainly meet this criteria, however, the need and significant collection of CRV beverage containers should be clearly demonstrated.

33Q: Do grant funds allow for the purchase of trucks for the purpose of hauling CRV to recycling centers?

A: Yes. See answer to Question Number 31.

34Q: Will the grant reimburse us for CRV containers we recently purchased prior to finding out about the grant?

A: No. Any costs or expenditures incurred prior to execution of the proposed beverage container recycling grant cannot be reimbursed or factored into the budget for the project.

35Q: I am calculating my projected volumes to be collected in a new recycling program at businesses. What is the conversion to pounds from count for each material type?

A: The Department's statewide segregated average is as follows: aluminum 30.0 cans per pound; glass is 1.87 bottles per pound; plastic #1 is 11.9 bottles per pound; bimetal is 7.7 cans per pound and plastic #2 is 4.9 bottles per pound. Further information regarding "containers per pound" by material type can be accessed on the Department's website at the following address:

http://www.consrv.ca.gov/DOR/Notices/commingled_rates.htm

36Q: If our organization were invited to participate in the second phase of the grant and we planned on implementing recycling in restaurant/bars a letter is required...would it be appropriate for my organization to create a personalized letter consisting of all the critical information for each establishment and all they would have to do is sign it????

A: Each contributing partner or program participant must submit a written confirmation regarding specific contribution or commitment to the effective

implementation, expansion and/or long-term sustainability of the proposed beverage container collection project. All letters of commitment need simply to be signed by contributing or participating individuals, or authorities for entities, to demonstrate their commitment to the proposed project. While it does not matter who the "author" is for each letter, it is important that the person signing on behalf of the entity (i.e., restaurant) have the authority to do so.

37Q: In Phase 1, Attachment A requires an amount requested. The budget does not have to be submitted until phase II. Is the amount requested just a round about figure of what I think the costs will be or does it have to be exact???

A: Concept (Phase 1) budgets submitted should demonstrate a general or "rough" estimate of the proposed project. However, budgets submitted with requested Full Proposal (Phase II) packages should render an exact project amount. Each budget item must also be specified and justified.

38Q: For Phase 1 (Concept), there is a 3 page limit, excluding Attachment A. Can we include additional pages with attachments, as long as the main body of the concept is 3 pages?

A: No. All of the information required should be provided in a concise manner in the concept phase within the three-page requirement, plus the cover page (Attachment A). The changed application process is intended to save applicants time in developing their proposals while efficiently using existing Department resources in the review process.

39Q: Under "Recycling Program History" of the Concept Cover Page (Attachment A), what is meant by "certified in any category by the Department of Conservation, Division of Recycling? Please give examples of what types of certification there are.

A: This refers to any grant applicant who is currently certified or registered by the Department to collect and/or redeem CRV beverage containers. The different types of recycling programs certified or registered by the Department include: recycling centers, drop-off or collection programs, community service programs, curbside programs, and processing facilities. For further information regarding the Certification process, please refer to the "Starting a Recycling Business" handbook, which can be accessed at the following address:
<http://www.consrv.ca.gov/DOR/crcp/recyclers/Images/Starting%20a%20Recycling%20Business.pdf>

40Q: I will be collecting baseline data through waste audits. What is considered a sufficient time period to determine the volume of containers through waste audits? For example, would waste audits conducted at the same receptacle during a two week period be sufficient?

A: *The primary interest is to identify solid baseline information for which to compare numbers after recycling is made available. The baseline information should also identify potential CRV material available to be captured through recycling. The period of time or size of the venue is not as much of an issue pertaining to conducting the waste audit unless the project encompasses a venue that will have seasonal fluctuations or periodically has heavily attended special events. In that case, conducting a sampling at various times and incorporating the peak times would be helpful. In addition, a random sampling of various receptacles may be preferable compared to sampling only one receptacle. It is up to the applicant to demonstrate why any given sampling period is truly representative of a typical month/year at the proposed venue(s).*

41Q: How should the material types be categorized (e.g., generally by plastic, aluminum, glass, and tin? Or, would you like the plastics to be further categorized by number?

A: *All CRV beverage containers collected must be categorized by material types (i.e., aluminum, glass, plastic or bi-metal). Most of the plastic bottles collected will probably be #1 PETE. However, since bottles made from different plastic resins have different weights, they would need to be broken out by resin type in order to determine how many bottles will be collected by any given program.*